I. **Rules of Procedure for the Election and Appointment of Members to Council**

I-1. Elections and appointments for all constituencies will be completed and reported to the Secretary of Council in the fall of each year.

I-2. **Election/Appointment Procedures**

Elections for the following constituencies will be held annually:

- Full-time undergraduate students

Elections for the following constituencies will be held every second year. Elections to fill vacancies will be held annually as required:

- Part-time undergraduate students
- Administrative staff

Appointments for the following constituencies will be made every second year in a manner to be determined by these bodies:

- Alumni
- Associates

Appointments for the following constituencies will be made every second year as described in the Council Constitution:

- Graduate students
- Retired faculty
- Post-doctoral fellows and research associates

I-3. **Holding of Elections**

An election in a constituency will be held only when the number of candidates exceeds the number of positions to be filled.

I-4. **Chief Electoral Officer**

The Secretary of the Council shall act as Chief Electoral Officer and, subject to these By-laws, shall have the exclusive authority to determine all matters relating to the conduct of the elections.

The Chief Electoral Officer may appoint such Returning Officers and Deputies as he/she thinks necessary.

An Appeal may be taken from a decision of the Chief Electoral Officer to the Executive Committee, and the decision of that Committee shall be final.

When an appeal is taken to the Executive Committee, the election shall proceed at the appointed time or times, but if necessary, the Committee may authorize the holding of a new election at such time as it determines.

I-5. **Date of Elections**
The elections for all constituencies shall normally be held simultaneously during September.

I-5 Nominations

Nominations shall be made in writing to the Chief Electoral Officer according to a schedule determined by the Executive Committee and shall be accompanied by the written consent of the nominee.

All nominations require the supporting signatures of two (2) members of the constituency.

The nomination process may be conducted electronically, in which case the nominations, consents and supporting signatures required may be filed with the Chief Electoral Officer electronically.

I-6 Polling

Electronic voting stations shall be provided at each polling place. Polling places shall be made available throughout the campus, with specific locations to be determined by the Chief Electoral Officer. Each electronic voting station shall be able to automatically verify the identification of voters. Candidates shall be entitled to inspect the voting results. The electronic voting results shall be retained by the Chief Electoral Officer for ninety (90) days after the election.

I-7 Voting

A voter may vote for any number of candidates up to the total number of positions to be filled and the candidates with the highest number of votes shall be elected.

In the event of a tie for the last position to be filled, the Executive Committee shall decide between the candidates at its next meeting.

I-8 Vacancies

When vacant, seats that are determined by election in September may be filled, at the option of the Executive Committee, through by-elections held in January of each year. Vacancies that occur in appointed seats shall be filled in a manner determined by the appointing bodies.

I-9 Publication of Elections

The Chief Electoral Officer shall publish the dates and procedures for the holding of general elections to the Council not later than two weeks before the close of nominations. Publication shall be made in the normal UTM news media and by posting on the Council website.

Publication of results shall be made on the Council website immediately following the election.
II. Rules of Order

1. Any member desiring to speak during a meeting of the Council shall raise their hand and await recognition by the Chair before proceeding.
2. A member called to order shall sit down; the Chair shall decide the point of order, subject to an appeal to the Council, which shall decide the case, but without debate.
3. No member shall speak more than twice on any substantive motion, and once on each of the amendments to the motion, without first asking and obtaining permission from the Chair.
4. The Chair may take part in the debate, but before doing so shall leave the chair to the Vice-Chair or if the Vice-Chair is absent shall appoint some other member to occupy it.
5. The Council and its Standing and Special Committees and Subcommittees shall be empowered to appoint assessors as deemed necessary by the Council and its Committees. Such assessors shall not have the right to move motions or vote on motions.
6. Except for proposals to amend the Constitution of Council, to suspend these Rules of Order, or to move in camera, all questions before the Council shall be decided by a simple majority of the members present and entitled to vote. In the case of an equality of votes, the question shall be deemed to be negative. No matter once disposed of shall be reconsidered in the same session except by a two-thirds vote of the members present and voting.
7. Voting shall be by a show of hands except in the election of the Chair and Vice-Chair or in cases where a majority of those present and voting request a secret ballot.
8. A motion shall be placed in writing if any member requires it.
9. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes:
   a) to adjourn the Council;
   b) to adjourn the debate;
   c) to call for the question;
   d) to commit;
   e) to amend.
10. No proposal to amend any of the foregoing rules of procedure shall be considered except at a regular meeting of the Council and unless written notice of the proposed change has been given with the agenda of the Council meeting.
11. None of the foregoing rules shall be suspended at any meeting of the Council except by two-thirds vote of the members present and voting.
12. If the Council does not concur with the recommendations made in a report by one of the Council’s Standing or Special Committees, this report shall be referred back to the Committee concerned with a statement of the reasons for the non-concurrence of the Council with the report.
13. Council shall not remain in session for longer than two hours except by the vote of at least two-thirds of the members present and voting.

III Committees of Council

III-1. The Standing Committees of Council are:
Executive Committee
Academic Affairs Committee
Resource Planning & Priorities Committee

Information on Standing Committee and subcommittee membership, function, and procedures are provided in subsequent sections.

III -2 Special Committees

From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:

a) An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;

b) An issue does not fall readily under an existing Standing Committee; or

c) There is need for the participation of experts not represented on the relevant committee.

A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

III-3 General Procedures

III-3.1 Rules and regulations that guide Council shall also apply to committees of Council unless specified otherwise.

III-3.2 The term of membership of all Standing Committees shall normally be two years renewable, with the exception of full-time undergraduate students and graduate students, who shall be elected for a term of one year.

III-3.4 All members of all committees, including ex officio members, have voting privileges.

III-3.5 Any member of the Council shall have the right to be present at any meeting of any Standing Committee but shall not take part in the Committee’s proceedings unless invited to do so by the Committee.

III-3.6 All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.

III-3.7 Records of all Standing Committees shall be maintained by the Faculty Secretary.

III-3.8 Meetings of the Standing Committees of the Council shall be called by the Chair of the Committee or upon the written request to the Chair or Secretary of the Committee of one-third of the membership of the Committee.

III-3.9 A quorum shall consist of one-third of the total membership of a Committee.

III-3.10 Each standing committee of the Council has the power to appoint such special working groups or subcommittees as the committee members deem necessary, and
to determine the terms of reference and the membership of all such working groups or subcommittees.

III-3.11 When vacant, seats that are determined by election shall be filled through elections held in September and, at the discretion of the Executive Committee, through by-elections held in January.

III-3.12 The Vice-President and Principal or his/her designate and the Chair of the Council shall be ex-officio members of all Council Committees.

III-3.13 A Chair of a Standing Committee shall be elected by the Committee from the non ex-officio, teaching staff members of the Committee (in the case of AAC) and from the elected members of the Committee (RPPC) for a term of two (2) years where possible. A member elected by the Committee for a two-year term as Chair shall have his/her membership on the Committee extended by one year if such is necessary to complete his/her term as Chair.

III-3.15 Observers at meetings of the Standing Committees shall not be permitted to participate in the debate unless by permission of the Standing Committee and at the invitation of the Chair of the meeting.

III-4 EXECUTIVE COMMITTEE

III-4.1 Membership
1 Chair of Council (Chair)
1 Vice-President and Principal or his/her designate
1 Chief Administrative Officer
1 Chair of the Academic Affairs Committee
1 Chair of the Resource Planning and Priorities Committee
1 appointee from the Erindale College Student Union who is a member of the Council
1 appointee from the University of Toronto Mississauga Association of Graduate Students who is a member of the Council
1 appointee from either the UTM Alumni Association or the Associates of the University of Toronto Mississauga, who is a member of the Council
1 Secretary of Council (non-voting)

III-4.2 Function

To serve as the Striking Committee (see Section III-7 below)

To set the agenda for each Council meeting.

To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council

To receive and review reports of the Standing Committees for transmission to the Council.

Review and confirm, on behalf of the Council, resolutions approved by the Academic Affairs Committee
To direct specific issues to Council or Standing Committees or to recommend to Council the creation of special committees.

To consider notices of motion given to Council.

To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.

At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

To monitor the functioning of Council and its Committees.

To report to Council its deliberations, recommendations and decisions.

At times when the Council is not in session, the Committee shall act in an advisory capacity to the Vice-President and Principal when the urgency of matters so demands. During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.

III -4.3 Procedures

The Committee shall meet in closed session

III -5 ACADEMIC AFFAIRS COMMITTEE

III -5.1 Membership

1 Chair of Council
1 Dean of the School of Graduate Studies or designate (non-voting)
1 Vice-President and Principal
1 Vice-Principal, Academic
1 Vice-Dean, Graduate
1 Vice-Dean, Undergraduate Teaching & Learning
1 Vice-Principal, Research
1 Registrar
1 Chief Librarian of UTM
1 member of the administrative staff who is a member of the Council
1 member of the teaching staff from each Department and interdisciplinary unit
2 part-time undergraduate student members of the Council elected by and from the part-time undergraduate members of Council
2 graduate student members of the Council elected by and from the graduate members of Council
5 full-time undergraduate student members of the Council elected by and from the full-time undergraduate members of Council
Chairs of Subcommittees (assessors, voting)

III -5.2 Function
The Academic Affairs Committee is responsible for consideration of policy in the academic area and for monitoring matters within its area of responsibility. In general, the Committee is concerned with matters affecting the teaching, learning and research functions of UTM. The Committee shall make recommendations to the Vice-President and Principal on issues and matters within its purview, and will approve, with Executive Committee confirmation as needed, recommendations within its areas of authority.

To approve on behalf of Council and subject to Executive Committee confirmation, major new admissions policies and practices or amendments to existing ones which will affect the campus-wide academic community subject to the approval of Governing Council. Minor amendments to the same may be approved by the Academic Affairs Committee and reported for information to Council.

To approve on behalf of Council and subject to Executive Committee confirmation, the establishment, termination or major amendment of policies on student awards and scholarships that are consistent with University-wide policies. Minor amendments to the same may be approved by the Academic Affairs Committee and reported for information to Council.

To approve on behalf of Council and subject to Executive Committee confirmation, changes to academic regulations and other matters affecting the UTM academic calendar.

To monitor on behalf of Council the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credits, and non-credit courses over which UTM has authority.

To recommend for approval to Council proposals for the establishment and disestablishment of academic programs.

To approve on behalf of Council minor modifications to existing academic programs, subject to Executive Committee confirmation, and report these to Council for information. To recommend for approval to Council major modifications to existing academic programs. Following approval by Council, all major modifications shall be reported annually for information to the appropriate body of Governing Council.

To recommend for approval proposals for the modification of existing diploma and certificate programs, pursuant to the University’s Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy, shall be provided for information to the appropriate body of Governing Council.

To recommend for approval to Council transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions as required by the Policy, shall be provided for information to the appropriate body of Governing Council.

To approve on behalf of Council and subject to Executive Committee confirmation, policy matters with respect to academic services (such as the Library). Such policies will be approved by the Committee and reported for information to Council.

To monitor on behalf of Council academic matters as may be required by general policy, as specified herein, or by resolution of the Executive Committee or by the Council. The Committee receives annual reports on matters within its purview, including reports on the following:

a) Reviews of academic units and programs;
b) The Office of the Registrar;
c) Research and Graduate activities;
d) Continuing Education;
e) Academic Discipline & Academic Appeals;
f) Library services

III -5.3 Subcommittees

a) Humanities Curriculum
b) Sciences Curriculum
c) Social Sciences Curriculum

curriculum subcommittees shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, and credit and non-credit courses over which UTM has authority. They shall conduct the initial review of proposals for new academic programs, the closure of any academic programs, major and minor modifications to existing programs, and any proposed course changes. They shall recommend these for approval to the Academic Affairs Committee.

The membership of the subcommittees consists of the department Chairs and/or the Directors of Interdisciplinary units and Institutes or their designates and the Chairs of the subcommittees are appointed by the Office of the Dean.

d) Graduate Curriculum Subcommittee (GCS)

The Graduate Curriculum Subcommittee (GCS) is responsible for the initial review and approval of changes to existing campus based, Master’s programs. The role of the GCS is to consider, review, approve and/or recommend to the Academic Affairs Committee, graduate curriculum matters, including program policy, new developments, program changes, and graduate courses to be included in the calendar and calendar submission. Following consideration by the GCS, the Academic Affairs Committee will have final approval authority over minor program changes, which will then be reported to Council for information; major program changes will be submitted to Council for approval, followed by Governing Council boards and Committees as appropriate.

The membership of the GCS consists of the following:
Dean of UTM, or designate (Chair)
Dean of the School of Graduate Studies or designate (ex-officio, non-voting)
Directors of campus-based Master’s programs
2 Graduate students (graduate students who also serve on the AAC)
3 Graduate faculty (1 from each of Humanities, Sciences & Social Sciences) appointed by the Dean

e) Academic Appeals Board (AAB)

The Academic Appeals Board (AAB) considers appeals against decisions of Committee on Standing (COS) with respect to petitions from undergraduate students relating to exemption from the application of academic regulations or standards pertaining to courses at UTM. The UTM Academic Appeals Board is chaired by a faculty member appointed by and from the members of the Academic Appeals Board. Appeals shall be heard by a panel comprising no more than 7 faculty members (including the Chair) drawn by the Secretary from a pool of 15 faculty members (one appointed by each UTM department) and two
undergraduate student members, one full-time and one part-time (appointed on the recommendation of the Chair of the AAB). The AAB shall meet in camera.

f) Advisory Committee to the UTM Library

The function of the subcommittee is to provide input and play an advocacy role with respect to library services; to be informed about the strategic direction and goals and objectives of the UTM Library; and to make appropriate recommendations, through the Academic Affairs Committee, on major policy matters to Council. The Committee shall concern itself with: matters which pertain to the utilization of library collections and services; Policy and resource matters which relate to collections, services and automation; matters which contribute to the quality of service provided; and Academic priorities and programs which have an impact on library collections and services; the relationship of the UTM Library in the University of Toronto System, and beyond.

The membership consists of the following:
The Chief Librarian
2 faculty each from the Humanities, Social Sciences and Sciences to be appointed by the Dean.
2 graduate student representatives from UTMAGS, one of whom is a doctoral stream student.
2 professional librarians to be selected on a rotational basis
2 undergraduate student representatives from UTMSU

III -6. RESOURCE PLANNING AND PRIORITIES COMMITTEE

III -6.1 Membership

1 Chair of Council
1 Vice-President and Principal
1 Vice-Principal, Academic
1 Vice-Principal, Research
1 Registrar
1 Chief Administrative Officer
1 Chief Information Officer
1 President of Erindale College Student Union (operating as UTMSU)
1 President of the Erindale Part-time Undergraduate Students (EPUS)
1 President of the University of Toronto Mississauga Association of Graduate Students (UTMAGS)
1 Director of Business Services
7 members of the teaching staff (no more than one from any one department or interdisciplinary unit)
1 member of the administrative staff who is a member of the Council

III -6.2 Function

To review and make recommendations to Council, to the Executive Committee, and/or to the Vice-President and Principal on the balance between academic and non-academic budget priorities. To review and make recommendations to the Council, to the Executive Committee, and to the Vice-President and Principal the development of administrative departments and academic divisions, space planning, capital funding projects, information
and communication technology and other matters as recommended by the Executive Committee.

III-6.3 Subcommittees:

a) Transportation and Parking Subcommittee

The function of this subcommittee is to provide feedback and make recommendations to the Resource Planning & Priorities Committee on the following matters: yearly parking ancillary; transportation issues such as shuttle bus and transit routes; lot construction and amendments; parking enforcement issues and parking services.

Membership on the Transportation and Parking subcommittee will be arranged annually by the Chair of the subcommittee in consultation with the Secretary of the Council.

The composition of the subcommittee is as follows:
1 Faculty member recommended by the Office of the Dean (Chair)
1 Director, Business Services
1 Manager, UTM Police Services
1 Director, Facilities Resources
1 Chief Administrative Officer
1 President of UTMSU
1 President of UTMAGS
1 President of EPUS

b) Grounds Monitoring Subcommittee

The function of this subcommittee is to provide feedback and make recommendations to the Resource Planning & Priorities Committee on the existing and future uses of the grounds of UTM, covering such issues as pesticide use and most recently, naturalization issues. Membership on this subcommittee will be arranged annually by the Chair of the subcommittee in consultation with the Secretary of the Council.

The composition of the subcommittee is as follows:
3 faculty representatives, one of whom will Chair (Chair appointed by the Dean)
2 staff representatives
1 representative from Facility Management and Planning
1 Director of Residence or designate
1 representative from Athletics and Recreation
2 undergraduate students
1 graduate student

c) Computing and Technology Subcommittee

The function of this subcommittee is to provide feedback and make recommendations to the Resource Planning & Priorities Committee on the following matters:
Policies on IT Access and Security, Network, Voice and Data Communications, Classroom and Media-Mediated Technology; the feasibility of adopting specific IT advancements at UTM; technology-related support on campus; and Tri-Campus Information Technology. Membership on the Computing & Technology subcommittee will be arranged annually by the Chair of the subcommittee in consultation with the Secretary of the Council.

The composition of the subcommittee is as follows:
1 Chief Information Officer (Chair)
The Executive Committee shall act as the Striking Committee

By the first meeting of Council in the fall, to recommend for approval by Council the Chairs, Vice-Chairs, and members of all Council Committees for the subsequent year, beginning immediately following that Council meeting or pending election results thereafter.

The Striking Committee shall be convened annually, or from time to time as may be deemed necessary.

When a vacancy occurs during the session among the members of a Standing Committee, the Executive Committee shall appoint, on behalf of Council on the recommendation of the Striking Committee, a replacement for the remainder of the session.

The Council Secretary, on behalf of the Committee, will seek nominations to fill anticipated vacancies for the positions of Chair and Vice-Chair and in the membership of the Standing Committees.

The Striking Committee will meet to prepare a slate of recommended candidates following receipt of nominations from members of the Division. The Committee may also nominate members for anticipated vacancies.

The slate of recommended candidates prepared by the Striking Committee will be presented to a meeting of Council for approval. The slate will be considered during an in camera session of the meeting of Council.

Amendments approved by Erindale College Council on November 3, 2011.